### **CHAPTER 208**

### PACKAGING AND HANDLING

## A. GENERAL

This chapter provides general guidance on the handling of packaged materiel.

## **B. RESPONSIBILITIES**

Installation CDRs will ensure:

- 1. All personnel involved with the shipment and preparation of HAZMAT to include handling and loading are trained IAW the requirements of 49 CFR, AFMAN 24-204(I)/TM 38-250/MCO P4030.19I/NAVSUP Pub 505/DLAI 4145.3/DCMAD1, CH 3.4 (HM24), and other modal regulatory requirements.
- 2. All personnel involved in handling, repackaging, and loading operations are properly trained and understand marking and labeling requirements. Suggested source of training is the School of Military Packaging Technology, Aberdeen Proving Grounds, Maryland 21005-5282.
- 3. All personnel who operate MHE are properly trained and licensed.
- 4. Work areas are laid out to avoid bottlenecks and back handling of materiel.
- 5. All personnel understand and adhere to proper Occupational Safety and Health Administration (OSHA) requirements.

#### C. REPACKAGING

- 1. Transportation operations will not have to repackage material. Repackaging will only be done when absolutely necessary.
- If transportation personnel suspect materiel may require repackaging, contact the installation
  packaging and preservation representative. Additional information can be obtained from the
  packaging and preservation representatives listed in Table 208-1, Inventory Control Points
  (ICPs).
- 3. The correct packaging materials and shipping containers must be used.

# D. HANDLING

- 1. Do not remove/tear tape, labels, or other items from any containers, especially fiberboard boxes.
- 2. If an item is dropped or damaged in transit, report it promptly using TDR procedures IAW Chapter 210.
- 3. Damaged packaging is reported as a Supply Discrepancy Report (SDR) IAW DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215, Reporting of Supply Discrepancies.

- 4. Do not put heavy items on top of light items when unitizing loads.
- 5. Maintain correct separation and segregation of HAZMAT at all times IAW AFJMAN 23-209/DLAI 4145.11/TM 38-410/NAVSUP PUB 573/ MCO 4450.12A, Storage and Handling of Hazardous Materials.

## E. MARKING AND LABELING

- 1. Marking and labeling are means of communication identified in MIL-STD-129 and 49 CFR.
- 2. HAZMAT labeling must be IAW the modal regulations and clearly visible.
- 3. Do not use local labels unless specifically authorized by the Service/Agency.
- 4. DOD and contractor or vendor shipping activities will apply address markings using a bar coded MSL for all shipments that will enter the DTS. This includes shipments moving within the CONUS, between the CONUS and OCONUS, or conversely between OCONUS and the CONUS. Shipments originating at non-military facilities moving to or through any DTS node, to include origin, consolidation, transship, a receiving terminal, or a TO or supply receiving function will be considered to have "entered the DTS" and must be marked with an MSL. Shipments that will not enter the DTS will have address markings applied as specified by the cognizant activity. Additional information concerning the latest requirements can be found in the DOD Logistics Implementation Plan for AIT (<a href="http://www.dodait.com/">http://www.dodait.com/</a>).
  - a. Figure 208-1 (Military Shipping Label, Generic Cargo), Figure 208-2 (Military Shipping Label, Personal Property), and Figure 208-3 (Military Shipping Label, Unit Move) show examples of acceptable MSLs. Only the exact format shown in Figure 208-4 can be printed and referred to as a DD Form 1387, Military Shipment Label, and it will be used when manual shipment documentation is the only labeling alternative available during emergency operations (when hand-written labels are the only alternative). With the exception of a handwritten DD Form 1387, all shipments entering the DTS are required to be marked with an MSL containing 3 of 9 linear bar codes (Code 39) and a 2D PDF417 symbol. A specific MSL format is not required; however, keeping the MSL block numbers/titles associated with the DD Form 1387 data content is highly recommended. The specific orientation and placement of text and bar code symbols are not mandated as long as the MSL follows the provisions of ANSI MH10.8.1 subject to the following exceptions:
    - (1) The MSL label data requirements will be as identified in Table 208-2.
    - (2) DI codes will not be used in conjunction with the Code 39 bar codes described in Table 208-2 (TCN, Piece, Consignee).
    - (3) The MSL unique transport unit identifier will be the TCN and it will be printed in the top, left building block of the MSL.
    - (4) DI/DEI codes will be used for the 2D symbols IAW ISO/IEC 15418 (ANSI MH10.8.2), as implemented by the DOD and shown in Appendix X.
    - (5) The 2D PDF417 symbol syntax will be IAW ISO/IEC 15434 (ANSI MH10.8.3), as implemented by the DOD and shown in Appendix X.

- b. Table 208-2, Instructions for Completing the MSL, provides requirements for the in-the-clear and Code 39 bar code information on every MSL. Tables X-2 through X-6 provide requirements for the PDF417 2D symbol generated with MSL data, TCMD data, and supply information on every MSL using the Data Identifiers (DI) and Data Element Identifiers (DEI) contained in Appendix X. Linear bar code entries of TCN, piece number, and consignee DODAAC are mandatory, as are the 2D symbol entries for available MSL, TCMD, and supply data. The bar code entries must be written to ANSI Materials Handling (MH) 10.8.1 and International Standards Organization (ISO)/International Engineering Consortium (IEC) 15434 (ANSI MH10.8.3) standards, and in-the-clear entries required by Table 208-2 must be human readable.
- c. Detailed procedures for applying shipment marking are specified in MIL-STD-129 (<a href="http://131.82.253.19/docimages/0003/51/85/STD129.PD8">http://131.82.253.19/docimages/0003/51/85/STD129.PD8</a>). If the shipping container does not lend itself to application of the label, or if the label would cover or interfere with other required markings, the label will be attached to a general purpose tab or a placard. The outside containers of classified or protected (sensitive) shipments are marked as specified in MIL-STD-129 and the sponsoring Service directives, but will not identify the classified or protected nature of the materiel being shipped.
- 5. SU documentation to include a packing list, kit list, and line item documents (DD Form 1348-1A, DD Form 1149, DD Form 1150) will be attached to the shipment or packaged with the shipment IAW MIL-STD-129. A copy of the TCMD will also be attached to the shipment, IAW Chapter 203, for SUs forwarded to CCPs and for SEAVANs.

#### F. UNITIZATION

- 1. Unitization is the assembly of a group of containers or items into a single load. Unitization encompasses, but is not limited to, consolidation in a container, placement on a pallet or load base, or securely binding together. Guidance for palletization and banding of unit loads is found in Military Handbook MIL-HDBK-774, <u>Palletized Unit Loads</u>.
- 2. As per guidance found in MIL-STD-129, "Unit packs, consolidation containers, palletized unit loads, and unpacked items do not require individual address/bar code markings if they have not been assigned an individual TCN and if they are consolidated by the shipper of origin into a full SEAVAN/MILVAN load for delivery as a single shipment unit to the ultimate consignee".

#### G. INSTRUCTIONS FOR COMPLETING THE MSL

- 1. The following listed human readable data, Code 39 linear bar codes, and a PDF417 symbol will be placed on each MSL. Some entries are keyed to numbered blocks on the DD Form 1387 and some are in addition to the form's requirements. The human readable unit of measure will be provided in US standard terms, e.g., pieces, inches, feet, pounds for measured items, and the data values will be rounded up to the nearest whole number with leading zeros suppressed. Also see ANSI MH10.8.1.
- 2. The shipment planning, documentation, and movement of unit move cargo marked IAW the following MSL completion instructions will be as described in Appendix O, <u>Unit Moves</u>; and Service regulations, directives, and field manuals. For unit moves, a JOPES TPFDD provides timing, priority, and mode selection for movement of cargo and equipment. Port calls are used to notify deploying units to report to the POE for onward movement and these notices will designate

POE, specify reporting date and time, and identify carrier and mission number. In the following table, selected data fields are shown as blank for unit moves to accommodate classification considerations and because unit move cargo does not normally free flow into POEs for onward movement.

3. In addition to the table above, data for the following elements must be shown on the MSL for the conditions shown:

All Shipments: A PDF417 2D symbol will be printed on all MSLs IAW Appendix X.

<u>All Unit Move Shipments</u>: Unit Line Number (ULN), Length (in.), Width (in.), Height (in.), UIC, Commodity/Special Handling Code (air or water), Vehicle Serial Number, and Equipment Description.

Army Unit Move Shipments: Bumper Number, Model Number.

<u>Personal Property</u>: Personal Property GBL (PPGBL) Number, Carrier Name, Tare Weight, Net Weight, and Owner's Name.

4. The following data is optional:

<u>Additional Information</u>: Equipment Serial Number, National Stock Number, Commercial Carrier Tracking Number and/or bar code.

<u>Local Processing Data</u>: Shippers, for example DLA CCPs, unit deployment sites, ammunition storage sites, may add internal processing information to the label as long as it is clearly marked and does not interfere with the orientation and placement of data as outlined in ANSI MH10.8.1 -- see example Table 208-1 for DLA data.

# H. NON-MANUFACTURED WOOD PACKAGING MATERIAL REQUIREMENTS

Non-manufactured wood packaging material requirements for shipments to the European Union are outlined in this regulation, Part V, Chapter 510. Wood packaging material used in boxes, crates, pallets, skids, etc. conforming to these requirements, must be marked accordingly for shipment. If the wood packaging is purchased from an American Lumber Standards Committee (ALSC) approved manufacturer, the wood must bear the ALSC marking, similar to the example shown in Figure 208-5, ALSC Certified Wood Marking, applied by the manufacturer. If manufactured or tested by a certified DOD packaging activity, the wood must be marked with a stamp or stencil as shown in Figure 208-6, DOD Stamp/Stencil for Certified Coniferous (Soft) Wood.



This 2D symbol contains data for the MSL, TCMD, and 10 supply line items.

Figure 208-1. Military Shipping Label, Generic Cargo

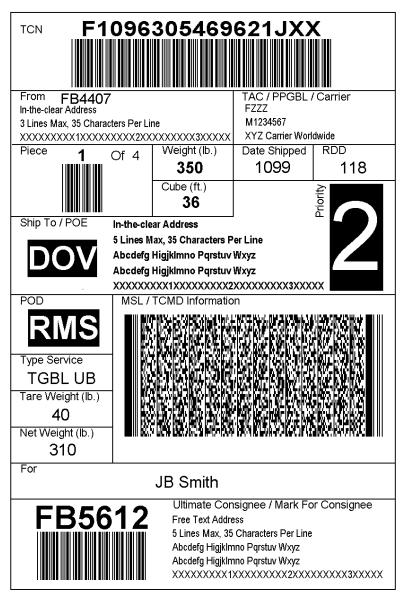


Figure 208-2. Military Shipping Label, Personal Property



Figure 208-3. Military Shipping Label, Unit Move

MILITARY SHIPMENT LABEL		m Approved. OMB No. 0704-0188
TRANSPORTATION CONTROL NUMBER		2. POSTAGE DATA
3. FROM		4. TYPE SERVICE
5. SHIP TO/POE		6. TRANS PRIORITY
7. POD		8. PROJECT
9. ULTIMATE CONSIGNEE OR MARK FOR	10. WT. (This piece	) 11. RDD
	12. CUBE (This piece	ce) 13. CHARGES
	14. DATE SHIPPED	15. FMS CASE NUMBER
	16. PIECE NUMBER	
	17. TOTAL PIECES	

DD FORM 1387, JUL 1999

PREVIOUS EDITION IS OBSOLETE.

**NOTE:** The DD Form 1387 does not have sufficient space for the required 2D symbol. This form will be used only for DOD contingency operations where manual entry is the only means available to document DTS shipments.

Figure 208-4. DD Form 1387, Military Shipment Label



Figure 208-5. ALSC Certified Wood Marking



Figure 208-6. DOD Stamp/Stencil for Certified Coniferous (Soft) Wood

Table 208-1. ICPs

Table 208-1. ICPs				
Agency	DSN Telephone	DSN FAX		
AIR FORCE				
OC-ALC/LGITL	339-3544	339-7265		
7701 Arnold Street, Suite 112				
Tinker AFB OK 73145-8912				
OO-ALC/LGMPD	777-4995	777-5921		
7973 Utility Drive, Bldg 1135				
Hill AFB UT 84056-5306				
WR-ALC/LGMTD	468-2771	468-3048		
375 Perry Street, Building 255				
Robins AFB GA 31098-1863				
ARMY				
TACOM/ARDEC	793-6164	793-8204		
CECOM (AMSEL-LC-LEO-E)	992-2616	992-8759		
AMCOM (AMSAM-MMC-MM-DP)	746-2526	788-2521		
TACOM (AMSTA-TR-E/PKG)	786-5286	786-7788		
DLA				
DLA Customer Support Network	877 352-2255			
DSCC-VSP	850-8774	850-1901		
DSCP-ITD (General and Industrial)	444-3776	444-7500		
DSCR-RZS	695-4454	695-4392		
DSCP-MSCBP (Medical)	444-4189	444-8139		
DSCP-HROS (Subsistence)	444-5353	444-9043		
DESC-DO	800 268-7633			
MARINE CORPS				
MCLB Albany GA (CODE 581)	567-6786	567-5505		
NAVY				
NAVICP (CODE P0771)	442-2183	442-4965		
NAVICP (CODE M0772.30)	430-2784	430-3480		
NOLSC (CODE 413.31	430-3142	430-8603		
NOLSC-AMMOPAC	735-8506	735-8505		

Table 208-2. Instructions for Completing the MSL

	Table 208-2. Instructions for Completing the MSL					
DD Form 1387 Block No.	Suggested Block Title	MSL Data Structure				
	Data Description					
Block 1	Title: TCN	Data: 17 characters and Code 39 bar code				
In-the-clear TCN t	In-the-clear TCN text and linear bar code using 1/2-inch high Code 39 format.					
Block 2	Title: TAC	Data: Four characters				
Leave blank if neither apply.						
a. TAC is applicable to shipments moving by the DTS.						
b. For metered mail, attach the stick-on metered postage to or near this block.						
-	c. For permit mail, enter the Service/Agency mail authorization, for example					
	st Class Mail					
	stage and Fees Paid					
	fense Logistics Agency mit No G-53					
		Data. There lives of 25 shows than				
Block 3	Title: From  DAAC/CAGE and in the alear add	Data: Three lines of 35 characters  dress. For mail, include the ZIP code.				
The consignor DO						
Block 4	Title: Type Service	Data: Clear text not limited but may be coded as no more than 10 characters in the 2D symbol.				
1		l, TGBL UB, DPM HHG. Will be Blank for Unit Move.				
	•	Method Code (Appendix GG) for the Generic Cargo MSL or				
		(Appendix L) for the Personal Property MSL.				
Block 5	Title: Ship To/POE	Data: Three characters and/or Five lines of 35 characters				
	Ship To in-the-clear address or the three-digit air/water POE code and its in-the-clear address. For mail, include the ZIP code. For overseas mail, include the Postal Concentration Center code.					
Block 6	Title: Trans Priority	Data: One digit				
Bold text 3/4 inche	es tall. Will be blank for Unit Mov	e.				
Block 7	Title: POD	Data: Three characters				
Three-digit air/water POD code or blank. Blank for classified Unit Move.						
In-the-clear location	on name may be included.					
Block 8	Title: Project	Data: Three characters				
The three-characte	r project code or blank.					
Block 9	Title: Ultimate Consignee/ Mark For	Data: Code 39 bar code and five lines of 35 characters				
	The ultimate consignee or mark for consignee in-the-clear address and DODAAC linear bar code using 1/2-inch high Code 39 format. Blank for classified Unit Move.					
Block 10	Title: Weight	Data: Digits not limited as clear text but may be coded as no more than five characters plus an optional two character unit of measure suffix in the 2D symbol.				
Actual gross weight (numeric value of this piece) with unit of measure. Round to next whole digit and do not zero fill.						
Block 11	Title: RDD	Data: Three characters				
Three-digit code or blank. Blank for classified Unit Move.						

DD Form 1387 Block No.	Suggested Block Title	MSL Data Structure			
Block 12	Title: Cube	Data: Digits not limited as clear text but may be coded as no more than four characters plus an optional two-character unit of measure suffix in the 2D symbol.			
Cube (numeric val	Cube (numeric value of this piece) with unit of measure. Round to next whole digit and do not zero fill.				
Block 13	Title: Charges	Data: Blank			
No known requirement. Blank. Previously used to document FMS case CONUS inland freight charges on number one piece of the shipment unit.					
Block 14	Title: Date Shipped	Data: Clear text not limited but must be coded as four characters (YDDD) in the 2D symbol.			
In-the-clear date (for example YDDD, YYYYDDD, DD/MM/YY, or DD-MMM-YYYY). Will be Blank for Unit Move. Do not use the Date Shipped Code from Appendix RR.					
Block 15	Title: FMS Case Number	Data: Three characters			
Extracted from supply/shipping documents or blank.					
Block 16	Title: Piece Number	Data: Code 39 bar code and digits not limited as clear text but may be coded as no more than four characters in the 2D symbol.			
Piece number (numeric value assigned to this piece) of the cargo documented by the TCN for this shipment unit and a linear bar code using 1/2-inch high Code 39 format. Do not zero fill.  Piece Number may be expressed as "Piece Number of Total Pieces" to save space on the label only the Piece Number has a Code 39 bar code; the word "of" and the total number of pieces are not shown in the Code 39 bar code.					
Block 17	Title: Total Pieces	Data: Digits not limited as clear text but may be coded as no more than four characters in the 2D symbol.			
Total number (numeric value) of pieces documented by the TCN for this shipment unit. Do not zero fill.  Total Pieces may be expressed as "Piece Number of Total Pieces" to save space on the label the Total Pieces value is not shown in the Piece Number Code 39 bar code.					

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